



Minutes of the meeting of the Finance and General Purposes Committee of New Milton Town Council held on Monday 20 September 2021 at 6.30 pm in New Milton Town Hall.

Chairman p D N Tungate
Vice-Chairman p S P Davies

Councillors: p K Craze p S J Clarke
R A Reid p A D O'Sullivan
p J Ward M Brownsea
p G R Blunden

In Attendance: B Murrow

Officers: G Flexman - Town Clerk
M Jeffries – Estates & Facilities Manager

The Chairman welcomed members to this first face to face F&GP meeting in the Town Hall for some 18 months.

37. APOLOGIES

Cllrs Brownsea and Reid

38. DECLARATIONS OF INTEREST- None

39. PUBLIC PARTICIPATION- None

40. MINUTES

RESOLVED:

That the Minutes of the meeting held on 26 July 2021, previously circulated, be signed by the Chairman as a correct record.

The Minutes were duly signed.

41. MATTERS ARISING FROM THOSE MINUTES

In regard to Minute 34 - CCLA (Churches, Charities & Local Authorities) Investment Management Ltd have today opened a PSDF (Public Sector Deposit Account).

42. CORRESPONDENCE

The Town Clerk read out the following items of correspondence:

- a) An email from Citizens Advice New Forest, thanking the Council for their very kind and generous donation of £5,000 to support local residents, in particular helping 563 people in New Milton with over 2,000 issues April 2020 - March 2021.

Alison Talbot their Chief Officer confirmed they are currently drawing up a lease for the former Cat & Kitten charity shop with NF Mencap, with October opening.



- b) Further correspondence with the Outdoor Bowls Club following a meeting with them on 5 August 2021 when we proposed they take over most aspects of greens maintenance, with amendment to their rent from 1 October 2021 for a trial period.

Subject to further discussions about hedge cutting and pollarding, gates and fencing, plus withdrawal of SISIS machine with high HAVS (hand / arm values).

43. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1, Schedule of Payments, for the period 1 July – 31 August 2021, in the sum of £149,217.39 as previously distributed.

The Town Clerk highlighted the following items over £1,000 (excl. Pensions, PAYE)

- a) HALC – Associate Fee 2021/22 (Excludes NALC membership fee) £1,260.00
- b) Kiwa Ltd - Inspection of lighting columns for festive / floral displays £2,502.00
- c) Rejuvenate IT – Management of IT costs and telephones for June £1,360.54
- d) RMB Hydroseeding – End of season renovation incl. Wessex Pitch £3,330.00
- e) SparkX Ltd – Regularise 14 lamp columns / replace faulty time clocks £8,741.95
- f) Wel Medical – Replacement of various defibrillator pads and batteries £1,492.80
- g) Atech Electrical – Lighting column mounted floral displays 2021 £1,080.61
- h) DCK Accounting – Accounting for June and end of year accounts £1,317.30
- i) Edmat Gas Services – Fit new explosive proof gas cabinet to Fernhill gas meter as previous one damaged / statutory landlord gas services at the Bowls Club, Fernhill and Ashley / excavate approx. 1.2m deep to locate existing water supply connect and fit new tap at Becton Lane allotments £2,853.43
- j) Gristwood and Toms – Tree works at various locations in June £3,147.18
- k) L Kitcher Fencing & Gates – Fencing repairs and gate replacements at Cricket Club, Fawcetts Field and Ballard £4,100.00
- l) Turfleet Hire – Remove cuttings, EOS Fawcetts, Wessex, Ashley Rec £1,080.00
- m) Lombard – Advance payment for new hire vehicle replacing Toyota Dyna and monthly leasing fee £1,988.54
- n) Anchor – Retention due - heat recovery unit at Ashley sports pavilion £1,271.82
- o) JSS Scaffolding – Pavilion fascia / guttering, Fawcetts CapEx Project £4,368.00
- p) Lite – Brackets 69 pull tests including a structural engineers report £2,499.60
- q) Loaders Garage – Fuel July including filling up of two new vehicles £1,078.73
- r) Rejuvenate – Provision of IT support in Aug & TE desktop computer £1,733.39
- s) Site Safety – Sanitising stations for events/new light bar for Peugeot £1,105.26
- t) Lions Club – Grant for New Milton Christmas festival for 2021 of £3,000.00
- u) Atech Electrical – Annual statutory electrical installation condition report for the Recreation ground, Performance Pavilion and Station Road bollards £1,934.08
- v) Christchurch Garden Machinery – New vehicle highway lighting / Fawcetts irrigation system / highway compliant lighting for vehicles and repairs £2,722.90
- w) Citizens Advice New Forest – Annual Grant for 2021 amounting to £5,000.00
- x) Gristwood and Toms – Tree works in July authorised by tree team £1,280.57
- y) S M Lockyer – Rectify water leak / create entrance at Fawcetts Field / clear contaminated waste from Fernhill £3,400.00



Post Meeting Notes:

‘During early 2021 SparkX offered a health check of all existing project kit. The check highlighted that many lamp column **fittings** were coming to the end of useful life having been installed more than ten years ago. In an effort to lower costs, 14 of the worst were prioritised. The changes included RCD upgrading within columns, HAGER digital time clocks and resealing or replacement of faulty external sockets. This work has made the vast majority of the display deemed ‘Good/Passable’ for licence purposes as the contractor is under obligation (professionally and via our contract) to advise us if kit is likely to fail. The works were done within budget.’

In regard to John Shutler invoice for £423.00 4 bat boxes at St Mary Magdalen Churchyard, and a bird box on tree near McColls, this forms part of BNG grant applied for in sum of £5,151 due in October.

It was then

ENDORSED:

That Schedule of Payments No. 03/21/22 covering 1 July – 31 August 2021, in the sum of £149,217.39 be duly ENDORSED for Town Council approval.

44. Management Accounts

The Chairman referred to Appendix 2, Management Accounts for August 2021.

The Town Clerk gave a brief summary, with Amenities being £6k over budget mainly due to vehicle maintenance costs – pending two replacement contract hire vehicles being received in the month. This year to date, there is a £20k overall underspend on F&GP with “savings” in Neighbourhood Planning, Youth Work, Comms and Prof fees, albeit some youth worker costs are included in the salaries and wages overspend.

45. Referred Matters

The Chairman referred to Appendix 3 being Amenities Committee recommendations:

- 1) **Bus Shelters** - To help fund 3 bus shelters, two replacements costing £26k from reserves, and one new one costing £14k from CIL monies.
- 2) **LED Floodlights** – For Wessex Pitch at Fawcetts Field costing £28k from CapEx.

It was then:

ENDORSED (for Town Council Approval)

That the Town Council fund two replacements bus shelters costing £26k from reserves, and a new one costing £14k from CIL monies and authorise new floodlights for Wessex Pitch at Fawcetts Field costing £28k from CapEx.

46. YOUTH WORK

The Chairman referred to Appendix 4 Youth Services Manager report for August highlighting the growing demands in the youth sector locally. A meeting has been arranged with other youth organisations in the town to discuss youth club provision as the Town Council / YSM has picked up the pieces and filled gaps during lockdown.

47. INTERNAL AUDIT REVIEW

The Chairman referred to Appendix 5 Audit Review, which was noted by members.
It was

RESOLVED:

That the Town Clerk sign the agreement with Auditing Solutions for 2021-22.

48. ANY OTHER MATTERS - none49. NEXT COMMITTEE MEETING

Monday 1 November 2021 at 6.30pm in the Town HALL, New Milton.

The Chairman thanked members of the public for attending and closed the public part of the meeting at 7.30pm.

PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960

The Chairman moved that the public be excluded from the meeting for item(s) of business below pursuant to section 1 of the Public Bodies (Admissions to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

50. REFERRED MATTER

The Chairman referred to Appendix 6. Town Clerk read out the following from NFDC:

“We do not as a general rule loan to authorities within the same County. If we were to entertain an exception, it would be on the basis of a fixed arrangement over a maximum 2-year period. The Town Council has direct access to the PWLB, so would suggest this route is probably cleaner as I suspect your repayment period will need to exceed 2 years. I will strongly remind you that the loan is only taken out when absolutely necessarily, so as to avoid borrowing in advance of need, and of course to avoid unnecessary cost of carry.”

It was then

RESOLVED:

That the Town Clerk progress the purchase of land only if at all possible.

There being no further business to discuss, the Chairman closed the private part of the meeting at 7.40pm.

CHAIRMAN _____

DATE _____



Minute	Action Points	Action by date	To be actioned by
41	CCLA PSDF Account	1 November 2021	Town Clerk
42 b)	Bowls Club Rent	4 October 2021	Town Council
44	Youth worker wages	8 November 2021	Town Clerk
45 a)	Bus Shelter Order	4 October 2021	Town Council
45 b)	LED Light Order	4 October 2021	Town Council
46	Youth Work Meeting	5 October 2021	YSM
50	Purchase of land	4 October 2021	Town Clerk

Distribution:

Town Councillors

Estates & Facilities Manager

District Councillors J L Cleary

County Councillors M Kendal, F Carpenter and K Mans

New Milton Police

Press

Alan Watson – FOCUS & NMRA